

Memo

To: Program Directors
From: Sarah Childress
Date: November 19, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: On-Site Maintenance Technician (**Must live on-site in apartment provided at complex**)

Location: Sparta

Program: Affordable Housing

Position Summary: Makes repairs and maintains properties for the Affordable Housing program.

Duties and Responsibilities:

- Performs maintenance duties such as minor plumbing, painting, electrical or carpentry repairs.
- Schedules and completes preventive maintenance program.
- Responds to after-hour emergency calls as needed.
- Change return air filters on regular basis and light bulbs as needed.
- Completes grounds work such as grounds pick up, sweeping and light landscaping.
- Maintains sidewalks as needed in all seasons.
- Cleans, sweeps, mops and empties trash in office building area. May clean gutters.

- Prepares apartment for new tenant after previous tenant moves out. May involve painting, cleaning and minor repairs.
- May accompany pest control or other contracted service workers as needed.
- Follows established safety procedures in performance of work.

Education Requirements:

- Minimum of a high school diploma or GED preferred.
- Certifications of maintenance or technical training required.

Experience and Skills Requirements:

- Previous experience in light maintenance work such as plumbing, electrical, painting and carpentry repairs.
- Possess good general mechanical aptitude and prior experience in apartment maintenance.
- Must have and maintain a valid Tennessee driver's license and proof of liability insurance on automobile.
- Ability to deal tactfully with staff and tenants, make good decisions and give careful attention to work.

Hours and Benefits: Full-time; Non-exempt

To Apply: Send resume to: DCEA Human Resources, Attn: On-Site Maintenance, P.O. Box 1218, Morristown, TN 37816 or email to awhite@douglascherokee.org.